

Amazon KINDLE: e-book tip sheet

Part I: Preliminary Steps

1. Make sure you have a San Diego County Library card with a PIN set on your account. If you don't know your PIN, contact your local branch for assistance.
2. Sign in to www.amazon.com and register your Kindle.

Part II: Browsing and Checking Out Titles

1. Using your home computer, go to the library's website: www.sdcl.org. Click on the "downloads" link on the left side of the page, select "ebooks," and then select "OverDrive."
2. On the left, the purple bar will allow you to search for a title or author, or browse by genre. Be aware that the site also has downloadable audio books and videos, so make sure that you are browsing for ebooks.
3. Once you have found an ebook you want to check out, check the beige-colored bar at the bottom of the entry to make sure it is available for Kindle.
4. If the book is currently available for checkout, it will say "Add to Digital Cart" on the right side of the beige bar. Click on "Add to Digital Cart" to check the item out.
5. If the item not currently available but can be placed on hold, it will say "Request this Digital Item". Click "Request this Digital Item" to place a hold. The system will guide you through entering your library card number and PIN and email address. You will receive an email with a link when the item becomes available for you to check out. Click on the link provided in the email to check out the item.
6. Click on "Proceed to Checkout" to check out your book.
7. You will be prompted to enter your library card number and PIN – you must have a PIN to check out ebooks. Additionally, if your card is expired, you will not be able to check out your book and will need to contact your local branch to renew your card.
8. Select your loan period from the drop down list. The system will default to 14 days, but you can select 7 or 21 days. You will not be able to renew your ebook, nor can it be overdue. The system will automatically return your book on the due date. Click "Confirm Checkout".
9. Select the "Get for Kindle" button next to the title. This link takes you to Amazon.com. You will be required to sign in to your Amazon.com account.

Part III: Downloading e-Books

1. On Amazon's website, click on "Get library book" on the right-hand side of the page (if not currently logged in to Amazon, you will be asked to log in; if you do not have an Amazon account, you will need to create one to complete the process).

2. On the following page, you will be asked which Kindle to which you wish to transfer the eBook. If you have multiple Kindles, you will need to select the one you wish to have the book on. Click on continue to complete the process.
3. If your Kindle has wireless access, such as a Kindle Fire, it will need to be connected to Wi-Fi to download the book. Once connected, the book should download automatically. When downloaded, the book will appear in the Carousel shelf on the Kindle Fire home page, and can also be accessed from the Books screen on the Kindle Fire.
 - a. Note: there are some books that are only available for download via USB even if you have a WiFi Kindle. It says in the record for these items "Use on: Kindle devices via USB only" in red instead of just "Use on: Kindles and free Kindle apps" like the regular titles do.
4. If your Kindle does not have wireless access, such as an older generation Kindle, you'll need to connect your Kindle with its USB to transfer the title.
 - a. Once connected to a computer using a USB cable, your Kindle device will appear in the same location as external USB drives usually appear. For Windows users, this is typically in the "Computer" or "My Computer" menu. For Mac Users, the drive will appear on the desktop.
 - b. Open the Kindle Drive. You will see several folders inside, one of which will be named "documents." This is the folder you will move the downloaded file into.
 - c. Locate the downloaded book file (it will have an .azw suffix) and copy it into the Kindle's documents folder.
 - d. Safely eject your Kindle device from your computer and unplug the USB cable. Your book will appear on the Home screen.